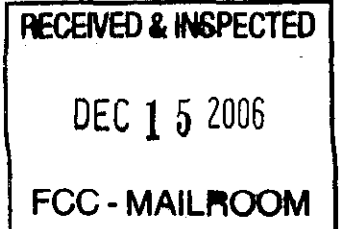


POCKET FILE COPY ORIGINAL

## LETTER OF APPEAL

**Federal Communications Commission**



December 15, 2006

**CC Docket No. 96-45**

**CC Docket No. 02-6**

<b>Company Name</b>	<b>Bethlehem Area School District</b>
<b>Billed Entity Name</b>	<b>BETHLEHEM AREA SCHOOL DISTRICT</b>
<b>Application Number</b>	<b>534980</b>
<b>Billed Entity Number</b>	<b>125903</b>
<b>Funding Request Number</b>	<b>1479433, 1479504</b>
<b>Contact Name</b>	<b>Robin L. Lutcher</b>
<b>Address</b>	<b>3149 Chester Ave, Bethlehem, PA 18020</b>
<b>Telephone Number</b>	<b>610-807-5571 (ext. 35972)</b>
<b>Fax Number</b>	<b>610-807-5526</b>
<b>e-Mail Address</b>	<b>rlutcher@bethsd.org</b>

This letter is to appeal the recent decision of the SLD to deny funding on the above application. Attached is the letter from the SLD and the paperwork sent to the SLD when that appeal was processed.

The denial from the SLD states that information was not sent in within the required time frame. Please note the following facts:

- 1) We acknowledged receipt of the information via telephone on April 24, 2006.
- 2) On May 22, 2006 we requested an extension via telephone. This request was granted verbally at that time. The extension was requested due to the following reasons:
  - a. The final budget for the 2006-2007 school year would not be available until June 30, 2006
  - b. The technology office had been under construction and we were in temporary offices. We were scheduled to move back into our offices in late May/early June and some of the documents were stored in boxes.

During the application process for FORM 470 and FORM 471, all deadlines were met and regulations adhered to. The request for an extension was made in good faith and with the intent of complying with the request of the SLD. The documents were not submitted to the SLD because I had received an affirmative response to my verbal request.

The attached documents support the above application. I request that the FCC please approve funding for this application and thank you in advance for your consideration of this request.

Sincerely,



Robin L. Lutcher

Director of Information Technologies

No. of Copies rec'd 0  
List A B C D E



**Universal Service Administrative Company**  
Schools & Libraries Division

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**Administrator's Decision on Appeal – Funding Year 2006-2007**

October 25, 2006

Robin L. Lutchter  
Bethlehem Area School District  
3149 Chester Avenue  
Bethlehem, PA 18020

Re: Applicant Name: BETHLEHEM AREA SCHOOL DIST  
Billed Entity Number: 125903  
Form 471 Application Number: 534980  
Funding Request Number(s): 1479433, 1479504  
Your Correspondence Dated: August 08, 2006

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your appeal of USAC's Funding Year 2006 Funding Commitment Decision Letter for the Application Number indicated above. This letter explains the basis of USAC's decision. The date of this letter begins the 60 day time period for appealing this decision to the Federal Communications Commission (FCC). If your Letter of Appeal included more than one Application Number, please note that you will receive a separate letter for each application.

Funding Request Number(s): 1479433, 1479504  
Decision on Appeal: **Denied**  
Explanation:

- USAC thoroughly assessed the facts presented in the appeal letter, the relevant documentation on file, and the FCC Rules and Procedures before making its determination on your appeal. During the Selective Review, you were sent the Selective Review Information Request (SRIR) on April 24, 2006 requesting information pertaining to budget, vendor selection, bids, and contract documentation. On April 24, 2006, you confirmed receipt of the request for information via telephone correspondence with SLD. Since no response was received, SLD sent the SRIR again on May 18, 2006 with a copy to the State E-Rate Coordinator. As of June 13, 2006, you failed to respond to SLD's inquiries. Consequently, the appeal was processed with the information on file. In absence of the requested information USAC was unable to determine whether the district met program requirements for competitive bidding and the Item 25 certification.

You submitted supporting documentation in response to the initial Selective Review fax request with your appeal. Program rules do not permit USAC to accept new information on appeal except where an applicant was not given an opportunity to provide information during the initial review or an error was made by SLD. Therefore, USAC supports the initial Selective Review decision.

- USAC reviews Form 471 applications and makes funding commitment decisions in compliance with FCC rules. See 47 C.F.R. sec. 54.500 et. seq. To conduct these reviews, USAC has put in place administrative measures to ensure the prompt resolution of applications. If applicants do not respond within the designated time period, USAC reviews the application based on the information before it. See Request for Review by Marshall County School District, Federal-State Joint Board on Universal Service, Changes to the Board of Directors of the National Exchange Carrier Association, Inc., CC Docket Nos. 96-45 and 97-21, 18 FCC Rcd. 4520, 4522, Order, DA 03-764 para. 6 (rel. Mar. 13, 2003). (Marshall County) Typically applicants are required to respond to USAC's requests for additional information necessary to complete their application within 15 days of being contacted. See Request for Review of the Decision of the Universal Service Administrator by Bishop Perry Middle School, CC Docket No. 02-6, Order, FCC 06-54 para. 23 (rel. May 19, 2006). Id.; SLD section of the USAC website, Reference Area, "Deadline for Information Requests," [www.usac.org/sl](http://www.usac.org/sl). This procedure is necessary to prevent undue delays during the application review process.

If your appeal has been approved, but funding has been reduced or denied, you may appeal these decisions to either USAC or the FCC. For appeals that have been denied in full, partially approved, dismissed, or canceled, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received or postmarked within 60 days of the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC website or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

We thank you for your continued support, patience and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

Robin L. Lutchner  
Bethlehem Area School District  
3149 Chester Avenue  
Bethlehem, PA 18020

Billed Entity Number: 125903  
Form 471 Application Number: 534980  
Form 486 Application Number:



Department of Information Technologies

FAX MEMO

---

TO: Schools and Libraries Division –  
Correspondence Unit  
FAX: 1-973-599-6542

FROM: <sup>RLT</sup>Robin L. Lutcher, Dir. of IT  
PH: 610-807-5571 ext. 51  
FAX: 610-807-5526  
[rlutcher@bethsd.org](mailto:rlutcher@bethsd.org)

RE: APPEAL – 2006/2007 School Year

Attached please find a LETTER of APPEAL and supporting documents for

BEN: 125903

FORM 471 Application #: 534980

FORM 471 Identifier: ✓ basd 67 unit 471

FRN: 1479433

*12 sheets including cover sheet*



Information Technologies Department

### Letter of Appeal

**Form 471 Application Number:** 534980  
**Funding Year:** 7/1/2006-6/30/2007  
**Application Form Identifier:** Bas67int471  
**Billed Entity Number:** 125903  
**FRN:** 1479433  
**Amount:** \$10,740.00 + \$189,917.00  
**Date:** August 8, 2006

Denial was based on the lack of receipt of information for an audit. This information was sent to the SLD in response to the audit on July 31, 2006. Additional time had been requested for the following reasons:

- 1) Completion and approval of 2006-2007 school budget
- 2) IT department relocation to newly renovated area and information was packed in boxes for transport.

The SLD had confirmed that additional time was available via a phone call on May 22, 2006.

Attached please find the information supplied as part of the audit to support this application.

- 1) RFP to support the Form 470 bid
- 2) List of interested vendors who responded to the RFP
- 3) Description of how the vendor was selected
- 4) District Technology Plan
- 5) Approved district budget for 2006-2007 with adequate funding to support this request.
- 6) Copy of Item #21 attachment submitted online.

I respectfully ask that this request be funded.

Thank you.

Robin L. Lutch  
3149 Chester Ave.  
Bethlehem, PA 18020

[rlutch@bethsd.org](mailto:rlutch@bethsd.org)

610-807-5571 (5,1)

610-807-5526 (cell)

#1



Bethlehem Area School District  
 Information Technologies Department  
 Robin L. Lutchter, Director

RFP – ERATE 2006-2007 School Year

129980000569735	Pagers for BASD personnel Two year contract for pagers and paging service for 50 BASD personnel
465300000569723	Basic Maintenance on Cisco Router, Basic Maintenance on district Executone Phone Service
392560000569708	Phone Service – Local and Long Distance Service for all BASD buildings. Service to include POTS, analog and digital service.
367560000569690	Cell Phone Service: 1) 45 regular cell phones, 2) 30 cell phones with 2-way radios. Phones and service. Two to three year contract.
507470000570122	Marvine ES – Internal Connections for wireless connectivity Poe Switches, Access points for classrooms
153810000570119	Lincoln ES – Internal Connections for wireless connectivity POE switches, Access Points for classrooms
757250000570111	Freemansburg ES – Internal Connections for wireless connectivity POE Switches, Access Points for Classrooms
394660000579552	LHS – Internal network connections for data and voice. POE Switches and associated hardware, 1MDF and 17 IDF's
987070000579560	FHS – Internal network connections for data and voice. POE Switches and associated hardware, 1MDF and 12 IDF's
837060000579566	Internal connections for phone system. Replacement of current Executone phone system with option to re-use existing phone sets. System will need to accommodate analog, digital and VoIP phone options.



DEPARTMENT OF INFORMATION TECHNOLOGIES

**LETTER OF APPEAL**

<b>Form 471 Application Number</b>	<b>534980</b>
<b>Funding Year</b>	<b>7/1/2006-6/30/2007</b>
<b>Application Form Identifier</b>	<b>BASD67int471</b>
<b>BEN:</b>	<b>125903</b>
<b>FRN:</b>	<b>1479433</b>
<b>Amount</b>	<b>\$10,740.00, \$189,917.04</b>
<b>DATE:</b>	<b>August 8, 2006</b>

**#2. List of interested vendors who responded to RFP**

1. Integra Business Inc
2. Apple Computer, Inc.

**#3. Description of how vendor was selected.**

Apple Computer Inc. and Integra were selected because they met the needs of the RFP.



## District Information

AUN: 120481002  
 District: Bethlehem Area School District  
 Address: 1516 Sycamore Street, Bethlehem, PA 18017-6099  
 Superintendent: Joseph Lewis  
 Contact Name: Robin Lutchter  
 Contact Title: District Technology Director  
 Contact Email: rlutchter@beth.k12.pa.us  
 Contact Phone: 610-807-5571

## Prior Plan Narrative

The Bethlehem Area School District has achieved many of the goals from the prior technology plans. Wireless technology is installed in all schools, students use technology each day as part of the curriculum and staff rely on technology for internal and external communication.

## Mission and Vision Statement

It is the mission of Bethlehem Area School District to provide students with a comprehensive and challenging educational program that integrates technology with all aspects of the curriculum.

It is the vision of the Bethlehem Area School District to provide all students with the opportunity to utilize technology for academic achievement and to prepare for the success in the 21st century.

## Goals & Strategies

This technology plan spans the fiscal years: July 1, 2005 - June 30, 2008

Goal - All students will use technology to help them achieve curriculum objectives in all subjects, but particularly to meet or exceed core academic standards and to prepare for post high school education.

Strategy - Students will use content specific software and Internet resources.

Technology/Service - Classroom Hardware

Budget: 400000.0000

Funding Source: District

Funding Source: Grants

Technology/Service - Infrastructure

Budget: 250000.0000

Funding Source: District

Funding Source: Grants

Technology/Service - Software

Budget: 500000.0000

Funding Source: District

Funding Source: Grants

Technology/Service -

Budget:

Funding Source:

Funding Source:

Professional Development

*Teachers will receive training in the use of hardware and software>*

Professional development will provide teachers with the opportunity to create classroom activities and/or lessons.

Monitoring/Evaluation

Evaluation of classroom activities and lessons.

---

Goal - The District will provide appropriate electronic access to up-to-date student and district data.

Strategy - Purchase of a new student information system. Purchase of an assessment tracking system.

Technology/Service - Student management system

Budget: 600000.0000

Funding Source: District

Funding Source: Grants

Technology/Service - Assessment tracking application

Budget: 50000.0000

Funding Source: District

Funding Source: Grants

Technology/Service -

Budget:

Funding Source:

Funding Source:

Professional Development

Provide admin, teachers, and clerical staff with training in the student management system. Provide admin and teachers with training in the assessment tracking system.

Monitoring/Evaluation

Utilize new management system to track attendance, grades, and demographic information. Utilize the assessment system to plan for student individual needs.

---

Goal - The district will provide appropriate technology and communications services to support its mission and operation.

Strategy - Promote community interaction with email and the district webpage.

Technology/Service - Software for webpage development.

Budget: 45000.0000

Funding Source: District

Funding Source: Grants

Technology/Service -

Budget:

Funding Source:

Funding Source:

Professional Development

Train webmasters in the use of webpage development applications. Train

#4  
teachers to create their own webpages using Teacherweb.

Monitoring/Evaluation

Survey parents and members of the community for the effectiveness of communication.

---

Goal - The district will provide an appropriate technology and communications infrastructure to support its mission and operation.

Strategy - Increase district infrastructure to support applications and hardware.

Technology/Service - Increase network components

Budget: 500000.0000

Funding Source: District

Funding Source: Grants

Technology/Service - Increase network support personnel

Budget: 200000.0000

Funding Source: District

Funding Source: Grants

Professional Development

Train network support personnel to stay current with technologies and services.

Monitoring/Evaluation

Monitor use and reliability of the district infrastructure.

---



#5

8

# STATEMENT OF EXPENDITURES - DETAIL BY OBJECT CODE

PROGRAM/EXPENSE DESCRIPTION	A	B	F	G	H
	2004-2005	2005-2006	2006-2007		
	Actual Expenditures	Amended Budget FY 2006	Proposed Budget	Difference \$ (F - B = G)	Difference % (G / B = H)
<b>TL- INFORMATION TECHNOLOGIES</b>					
110 Salaries - Official/Administrative	5,977	82,049	85,330		
120 Salaries - Professional - Educational	42,348	63,115	63,117		
140 Salaries - Technical	382,827	370,239	461,664		
150 Salaries - Office/Clerical	68,731	67,762	71,566		
340 Technical Services	2,323	450	750		
430 Repairs and Maintenance Services	495	26,732	21,000		
440 Rentals/Lease	1,543	91,125	631,500		
530 Postage, Telephone, Other Communications	88	2,218	2,150		
580 Conferences, Travel	422	4,000	5,000		
610 Supplies - General/Software	128,170	88,925	98,200		
640 Books and Periodicals/Admin. Software	791	35,806	51,150		
750 Equipment-Original	-	45,289	84,200		
760 Equipment - Replacement	87,180	200,981	199,000		
780 Technology Infrastructure	605	25,474	107,420		
810 Dues and Fees	8,402	13,000	12,700		
<b>TOTALS - INFORMATION TECHNOLOGIES</b>	729,900	1,117,165	1,894,747	777,582	69.60

1,694,147

#5

# **STATEMENT OF EXPENDITURES - DETAIL BY OBJECT CODE**

PROGRAM/EXPENSE DESCRIPTION	A	B	F	G	H
	2004-2005	2005-2006	2006-2007		
	Actual Expenditures	Amended Budget FY 2006	Proposed Budget	Difference \$ ( F - B = G )	Difference % ( G / B = H )
<b>TN - DATA PROCESSING DEPARTMENT</b>					
110 Salaries - Official/Administrative	85,858	68,303	71,064		
140 Salaries - Technical	198,072	247,534	247,732		
150 Salaries - Office/Clerical	33,047	34,763	35,412		
340 Technical Services	3,867	22,518	30,000		
430 Repairs and Maintenance Services	165,312	200,000	207,000		
440 Rentals	27,192	30,000	30,000		
580 Conferences, Travel	1,927	6,000	6,000		
610 Supplies - General	51,098	51,818	66,650		
640 Books and Periodicals	-	100	-		
760 Equipment - Replacement	2,593	9,552	9,500		
<b>TOTALS - DATA PROCESSING DEPARTMENT</b>	<b>568,966</b>	<b>670,588</b>	<b>703,358</b>	<b>32,770</b>	<b>4.89</b>

#5

10

## STATEMENT OF EXPENDITURES - DETAIL BY OBJECT CODE

PROGRAM/EXPENSE DESCRIPTION	A	B	F	G	H
	2004-2005	2005-2006	2006-2007		
	Actual Expenditures	Amended Budget FY 2006	Proposed Budget	Difference \$ ( F - B = G )	Difference % ( G / B = H )
<b>TK - TECHNICAL SERVICES</b>					
140 Salaries - Technical	27,765	-	-		
160 Salaries - Crafts & Trades - Mntc.	201,853	247,008	264,130		
410 Cleaning/Disposal/Grounds Services	-	-	2,500		
430 Repairs and Maintenance Services	4,750	1,000	1,300		
530 Postage, Telephone, Other Communications	311,812	260,000	248,800		
610 Supplies - General/Software	10,800	120,000	100,250		
640 Books and Periodicals	-	550	550		
760 Equipment - Replacement	-	8,000	8,000		
810 Dues and Fees	700	700	700		
<b>TOTALS - TECHNICAL SERVICES</b>	<b>557,680</b>	<b>637,258</b>	<b>626,230</b>	<b>(11,028)</b>	<b>(1.73)</b>



## Item 21 Attachment

### Internal Connections - Funding Year 2006

#6

#### Applicant Details

Applicant Name	BETHLEHEM AREA SCHOOL DIST
Billed Entity Number	125903
Form 471 Application Number	534980
Funding Request Number	1479433
Service Provider	Integra Business Center Inc
Attachment Number	6715
Narrative description of this Funding Request	3com Internal connections for VoIP and Infrastructure. Apple computer access points for wireless connectivity.
Location of components	District school buildings.

Make	Model	Product SKU	Line Total
1	3COM		\$189,917.04
	Description	3Com switches, transceivers, and software	
	Function (Product)	Telephony Components (Telephony Products (other))	
	Quantity	1	
	Unit Cost		\$189,917.04
	Eligible Cost		\$189,917.04
	InEligible Cost		\$0.00
	Total:		\$189,917.04
	Funding Requested on 471:		\$189,917.04

Further information

#### Network and Infrastructure components for VoIP

Date Submitted

8/10/2006 9:46:20 PM





#6

## Item 21 Attachment

### Internal Connections - Funding Year 2006

#### Applicant Details

Applicant Name BETHLEHEM AREA SCHOOL DIST  
 Billed Entity Number 125903  
 Form 471 Application Number 534980  
 Funding Request Number 1479504  
 Service Provider Apple Computer, Inc  
 Attachment Number 6716  
 Narrative description of this Funding Request Servers to support VoIP and network access for students and faculty.  
 Location of components

Make	Model	Product SKU	Line Total
1 Apple	XServe RAID		\$10,740.00
		Description	Servers for VoIp and student/faculty access to network.
		Function (Product)	Storage Devices(Storage Products)
		Quantity	4
		Unit Cost	\$2,685.00
		Eligible Cost	\$2,685.00
		InEligible Cost	\$0.00
		Total:	\$10,740.00
		Funding Requested on 471:	\$10,740.00

Date Submitted

8/10/2006 9:50:45 PM

12

TRANSMISSION VERIFICATION REPORT

TIME : 08/11/2006 12:59  
NAME : BASD TECHNOLOGY DEPT  
FAX : 610-8075526  
TEL : 610-8075571

DATE, TIME  
FAX NO./NAME  
DURATION  
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Universal Service Administrative Company  
Schools & Libraries Division

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Administrator's Appeal Acknowledgement Letter

August 21, 2006

Robin L. Lutchner  
Bethlehem Area School District  
3149 Chester Avenue  
Bethlehem, PA 18020

**RECEIVED**

AUG 25 2006

Bethlehem Area School Dist.  
Information & Communication Technologies

Subject: Bethlehem Area School District

Robin L. Lutchner,

The Schools and Libraries Division of the Universal Service Administrative Company has received your correspondence dated August 8, 2006, on **August 11, 2006**, regarding the **FY2006** funding decision of your Form 471 Application Number(s) **534980 - FRN(s) 1479433, 1479504**.

These are the steps that will now follow:

1. We will review your correspondence carefully to identify the specific issue(s) it raises.
2. We will consult the Program Integrity Assurance records and all supporting documentation for the application. Our goal is to determine whether the program rules were administered appropriately in processing your application.
3. Once the review process is completed we will respond in writing and state whether your appeal is approved, denied or approved in part. A Revised Funding Commitment Decision Letter will follow for any approved appeal resulting in additional discounts for your application. Funds have been set aside to implement funding decisions for appeals approved by the SLD and/or the Federal Communications Commission.

We will perform an in-depth review of your appeal. Our goal is to respond to you as promptly as possible. We thank you in advance for your patience as we handle your appeal with the care and attention it deserves.

Schools and Libraries Division  
Universal Service Administrative Company

FedEx

PRIORITY OVERNIGHT

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emp# 507499 140EC08

TRK# 8580 3101 0030

FORM 0200

Deliver By:

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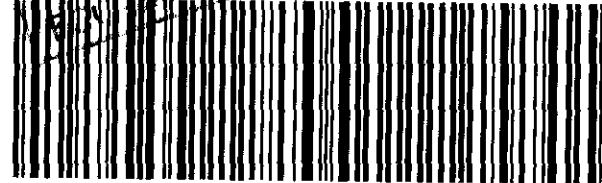
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MAIL ROOM

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Delivery Point

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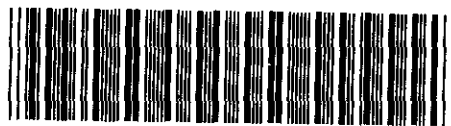


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Insert  
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fedex.com 1.800.GoFedEx 1.800.463.3339

1 From  
To  
Sender's name  
Address  
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State  
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Country  
Phone  
Fax  
E-mail  
Web site  
2 Your Internal Billing Reference  
3 To  
Recipient's Name  
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